



POSITION:

Standing Rock Sioux Tribe
Human Resource Department
Wówašechun Awáŋwičhayaŋka Óítháčan
personnel@standingrock.org

Bld 1 N. Standing Rock Ave
Po Box D
Fort Yates, ND 58538
Phone (701) 854-3826
Fax (701) 854-8533
www.standingrock.org

Section 106 Project Coordinator
Standing Rock Sioux Tribe

SALARY RANGE: (36,963-\$46,204) Per Hour + Annual and Sick Leave

OPENING DATE: October 13, 2015 CLOSING DATE: October 29, 2015

SCOPE OF POSITION:

The Section 106 Project Coordinator will be responsible for coordinating projects and undertakings within the exterior boundaries of the Standing Rock Sioux Tribe and the aboriginal territory of the Dakota/Lakota people ensuring Section 106 compliance of the National Historic Preservation Act.

SUPERVISION:

The Section 106 Project Coordinator shall work under the supervision of the Tribal Historic Preservation Officer, who will provide direction and conduct performance evaluations.

DUTIES AND RESPONSIBILITIES:

1. Responsible for advising in the development of the SRST Tribal policy on cultural resource management and protection.
2. Responsible to intake and record correspondence regarding projects and consultations as directed by the Tribal Archaeologist and the THPO Officer.
3. Responsible to coordinate with the Tribal Archeologist and Preservation Officer on surveys, comments, proposed hearings.
4. Responsible to develop and maintain scheduler to document the progress and status of all projects.
5. Responsible to ensure federal compliance requirements are followed for processing, identifying, evaluating and classifying historic and cultural resource areas.
6. Responsible for the development and implementation of an electronic site registry for the Standing Rock Sioux Tribe consisting of digital storage and retrieval of historical records.
7. Responsible to assist in the preparation of maps, inventories, reports, and records relative to the discovery, protection, inventory, salvage and interpretation of cultural resource sites under direction of the Tribal Archeologist and THPO Officer.
8. Responsible to conduct and supervise the research required for preservation and interpretation of historic/pre-historic site(s) and for preparation of historic contexts and overviews for project and reservation wide levels.
9. Responsible to conduct file searches and maintain current Geographic Information System (GIS) records.
10. Responsible for corresponding and communicating with agencies and tribes regarding projects and cultural resource policy as needed.
11. Responsible to assist in the formulation of Tribal Law and policy through research of existing federal laws and regulations in effort strengthen Tribal Laws in the area of protection and preservation of the Lakota/Dakota culture and cultural resources.
12. Responsible for preparation of nominations to the National Register of Historic places and the Standing Rock Tribal Historic Register.

Náktéčšhírapí ki Wówašechunpi Un patítanpi
"Promoting Self-Sufficiency through Employment"

QUALIFICATIONS:

1. Must possess a Bachelor's in History, Native American Studies, Natural Resources or related field with experience in natural resource management, archeological resource management with emphasis in Federal laws, Executive Orders and Regulations. Master's degree in History is preferred.
2. Must possess knowledge of physical landscapes and structures for identification, inventory, and evaluation of historic and archaeological resources.
3. Must possess excellent interpersonal, written and oral communication skills to effectively explain complex information.
4. Must have ability to facilitate meetings and conduct presentations effectively.
5. Must possess ability to prioritize and monitor progress of projects.
6. Possess working knowledge of Microsoft Computer Applications and Geographic Information Systems (GIS) or similar programs.
7. Must possess a working knowledge of conducting file searches, map sites and update site files and maps.
8. Must possess and maintain a valid state driver's license to operate a tribally owned or government leased vehicle and deemed insurable under the Tribes vehicle policy.
9. Must pass a Public Trust Background check.

JOB REQUIREMENTS:

1. Will be required to obtain Tribal Historic Preservation certification as required.
2. Will be required to demonstrate a working knowledge of tribal government and Standing Rock Tribal Constitution and Tribal Code.
3. Will be required to demonstrate working knowledge of the Lakota/Dakota culture and language of the Standing Rock Sioux Tribe.
4. Will be required to demonstrate understanding of Standing Rock Sioux Tribe Policy applicable to historic and archaeological resources sufficient to correctly interpret to Tribal programs and enrolled members; to articulate Tribal projects to State, Federal, Tribal and other Federal agencies.
5. Will be required to demonstrate knowledge of land use history of the North Central Great Plains, specific to Standing Rock Tribal History.
6. Will be required to have knowledge of Western American history including historical sources, trends and serve as a resource person for preparing evaluations for historic resources.
7. Will be required to coordinate the maintenance and management plans for cultural resources with specialty in recreation, engineering, landscape, architecture and property management.
8. Will be required to work with other federal agencies to coordinate activities as required by Tribal Law, legislation or regulation to provide coordinated public service and to search out and disseminate information on improved ways of managing historic and prehistoric resources to include the Lakota/Dakota perspective.
9. Will be required to establish a working relationship with the elders and traditional spiritual leaders.
10. Will be required to assist in the monitoring of ground disturbance activities where historic or archeological material may be subject to destruction or damage.
11. Will be required to possess knowledge of protocol for digital communications equipment such as a radio and (or) cellular devices.
12. Will be required to be on-call and work after hours in the event of an emergency; such as an inadvertent historic discovery in cases of fire, flood, storms or assist in search and rescue operations.

NOTICE: SELECTED CANDIDATE(S) FOR THE STANDING ROCK SIOUX TRIBE POSITION ARE SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE

**TO AND AND SUCCESSFULLY PASS AN ALCOHOL AND DRUG TESTING WILL BE
CAUSE FOR REVOCATION OF JOB OFFER.**

No Tribal Housing is available. The position is located at the Tribal Historic Preservation Office, 3rd Floor, Tribal Service Center, Fort Yates, ND.

APPLICATIONS:

Submit a tribal application to the Human Resource Office, Standing Rock Sioux Tribe, P.O. Box D, Fort Yates, N.D. 58538

**ALL APPLICATIONS RECEIVED AFTER 4:30 P.M. OF THE CLOSING DATE WILL NOT BE
CONSIDERED.**